

3 December 1975

MEMORANDUM FOR: (See below)

SUBJECT : FBIS Bureau Chief Conference Luncheon

1. I would like to extend to you a cordial invitation from FBIS to attend a luncheon in the Executive Dining Room on Wednesday, 7 January at 12 p.m. and a cocktail party in the Rendezvous Room on Friday at 5:30 p.m. These functions will be held in connection with the first Bureau Chiefs' Conference 6 to 9 January 1976.

2. The conference is being held to update our field officers on Headquarters' developments and to make it possible for them to participate directly in the program planning cycle. They will also coordinate on operational and administrative matters including this year's Office objectives.

3. A tentative conference schedule and list of luncheon attendees are attached. I hope you can plan to be with us at the luncheon. Please let me know at your convenience.

[Redacted Signature]

Director

Foreign Broadcast Information Service

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Attachments:

- TAB A: FBIS Bureau Chiefs' Conference Luncheon Attendees
- TAB B: Bureau Chiefs' Conference Schedule

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